

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1848**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCAO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
FI-2483 5-31-01	Dairy Market Loss Assistance (DMLA-III) Refund of Offsets	State and County Offices
FI-2484 6-1-01	June 2001 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
FI-2485 6-5-01	Review of COC-Established Mileage Reimbursement	State and County Offices
LP-1792 5-30-01	The June Alternative Repayment Rate for 2000 Crop Honey Nonrecourse Marketing Assistance Loans	State and County Offices
LP-1793 5-31-01	2001 Crop Wheat, Barley, and Oats Loan Rates	State Offices (Except HI) and KCFO
LP-1794 5-31-01	2001 Crop Canola, Flaxseed, Rapeseed, and Crambe Loan Rates	State Offices (Except HI) and KCFO
LP-1795 5-31-01	2001 Crop Mustard Seed, Safflower Seed, and Sunflower Seed Loan Rates	State Offices (Except HI) and KCFO
LP-1796 5-31-01	2001 Crop Wheat, Barley, and Oats Loan Rates	State Offices (Except HI) and KCFO

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
LP-1797 5-31-01	2001 Crop Sesame Seed Loan Rates	State Offices (Except HI) and KCFO
LP-1798 5-31-01	2001 Crop Corn, Grain Sorghum, and Soybean Loan Rates	State Offices (Except AK) and KCFO
PM-2252 5-30-01	Accepting Nominations for the FY 2002 Federal Executive Institute (FEI)	FSA Employees, Except County Offices
TB-1003 6-4-01	Burley Tobacco Designation Program Information Modification	Burley Tobacco State and County Offices

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**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
1-NAP (Rev. 1) Amend. 1 5-31-01	Noninsured Crop Disaster Assistance Program for 2001 and Subsequent Years	State and County Offices
12-PS (Rev. 2) Amend. 1 5-18-01	Automated Price Support Procedures and Common Functions for Grains, Oilseeds, and Rice	State and County Offices
10-TB SCOAP Amend. 40 6-4-01	Burley Tobacco Quota Program	Burley Tobacco State and County Offices

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**Procedure  
Notices**

None

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**Obsolete Directives** Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
BU-598	6-1-01	Disposal Date
CN-921	6-1-01	Disposal Date
CRP-380	6-1-01	Disposal Date
FI-2430	6-1-01	Disposal Date
FI-2458	6-1-01	Disposal Date
FLP-136	6-1-01	Disposal Date
FLP-151	6-1-01	Disposal Date
FLP-161	6-1-01	Disposal Date
FLP-201	6-1-01	Disposal Date
FLP-203	6-1-01	Disposal Date
LD-492	6-1-01	Disposal Date
LP-1733	6-1-01	Disposal Date
LP-1734	5-31-01	LP-1794
LP-1739	5-31-01	LP-1795
LP-1740	6-1-01	Disposal Date
LP-1764	5-31-01	LP-1797
LP-1793	5-31-01	LP-1796
NAP-42	6-1-01	Disposal Date
PM-2237	6-1-01	Disposal Date
PN-644	6-1-01	Disposal Date
PS-374	6-1-01	Disposal Date
PS-379	6-1-01	Disposal Date
12-PS (Rev. 1)	5-18-01	12-PS (Rev. 2) Amend. 1
14-PS (Rev. 2)	5-18-01	12-PS (Rev. 2) Amend. 1
SU-67	6-1-01	Disposal Date
SU-68	6-1-01	Disposal Date
TB-982	6-1-01	Disposal Date

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code 1/	Remarks
AD	287-2	07-94	Recommendation and Approval of Cash Award or Quality Increase	AD0287-2.DOC	RPL/DOC	Sheet	All offices except counties	7-PM, 22-PM, Notice PM-1876	N/A	Converted to Microsoft Word; no changes made to content of form.
AD	2010	2002	Federal Executive Institute (FEI) Nomination Form	eAD2010.FML AD2010.PDF	Electronic Form	Sheet	All offices except counties	Notice PM-2252	N/A	This form is new and available electronically. This form was formerly FSA Unnumbered 31. Destroy old stock.
CCC	191	05-25-01	Farm Storage Facility Loan Program Release of Liability	eCCC0191.FML	Electronic Form	Sheet	State and County Offices	1-FSFL	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	456	05-16-01	NAP Crop Data Information	eCCC0456.FML	Electronic Form	Sheet	County Offices	1-NAP	N/A	This form is new and available electronically.
CCC	466	04-12-01	Crop Disaster Program District Director Review Worksheet	eCCC0466.FML	Electronic Form	MP/2 Head to Head	District Directors	2-DAP, 3-DAP	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	466-1	04-12-01	Crop Disaster Program Compliance Worksheet	eCCC0466-0001.FML	Electronic Form	MP/2 Head to Head	State Offices	2-DAP	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	471	05-24-01	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage	eCCC0471.FML	Electronic Form	Sheet	County Offices	1-NAP	N/A	This form is new and available electronically.
CCC	502-U	05-24-01	Update for CCC-502, Farm Operating Plan for Payment Eligibility Review	eCCC0502-0000-U.FML	Electronic Form	Sheet	County Offices	1-PL	HELC /WC3	This form was revised to update the Public Burden Statement and Non-Discrimination Statement. Destroy old stock.

**Notes:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

Effective May 1, 2001, the Landover Warehouse relocated. The new address is Beltsville Service Center (BSC), 6351 Ammendale Road, Beltsville, MD 20705. (www.bsc.usda.gov) 301-394-0400

1/ Filing codes pertain only to State and County Offices.

## National Procedure Checklist No. 1848 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code 1/	Remarks
CCC	548	12-02-99	Disaster Assistance Gross Revenue Certification Statement	CCC0548.PDF	Electronic Form	MP/2 Head to Head	County Offices	2-DAP	N/A	The PDF file was reissued to correct a legibility problem when printing the document. No revisions were made to the content of the form.
CCC	576-A	05-23-01	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet (Yield Based Crops)	eCCC0576-0000-A.FML	Electronic Form	MP/2 Head to Head	County Offices	1-NAP	N/A	This form is new and available electronically.
CCC	576-B	05-23-01	2001 Noninsured Crop Disaster Assistance Program Payment Calculation Worksheet(Value Loss Crops)	eCCC0576-0000-B.FML	Electronic Form	Sheet	County Offices	1-NAP	N/A	This form is new and available electronically.
CCC	666 LDP	08-02-96	Loan Deficiency Payment Authorization and Certification	nofile.htm	Electronic Form	MP/2 Head to Foot	County Offices	7-LP, 2-LP Grains and Oilseeds, 2-LP Rice, 2-LP Honey, 12-AO, 8-LP	N/A	This form is obsolete. Destroy all stock. It was replaced by CCC-633 LPD.
CCC	709	03-06-01	Direct Loan Deficiency Payment Agreement	eCCC0709.FML	Electronic Form	MP/2 Head to Head	County Offices	6-LP, 12-AO, 7-CP, 2-LP RICE, 8-LP, 7-CN, 22-CN	LP15-1	This form was revised and is available electronically. Destroy old stock.
CCC	633 LDP	03-06-01	Loan Deficiency Payment Certification and Application	eCCC0633-0000-LDP.FML	Electronic Form	MP/2 Head to Head	State and County Offices	8-LP	N/A	This form is new and available electronically. This form obsoletes CCC-666 LDP.
CCC	Cotton G	05-25-01	Cotton Cooperative Loan Agreement	CCCOTTG.PDF	Electronic Form	MP/3 Head to Head	COOP	1-CMA,15-FI	N/A	This form was revised and is available electronically. Destroy old stock.

**Notes:** Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FCI	74-A (Cherries)	05-01	Cherry Appraisal Worksheet	0074ACHE.DOC	N/A	N/A	FSA State Offices for NAP	N/A	N/A	Form was revised, destroy previous editions.
FCI	74-A Fig	06-98	Appraisal Worksheet (Fig)	nofile.htm	RPL/WP	MP/2	RMA and applicable FSA State offices that have NAP and sell crop insurance	5-CP, 30130 Fig Handbook	N/A	Obsolete form; destroy all editions.
FCI	74-A Fla.Fr.Con.	02-00	Florida Fruit Tree Worksheet - Continuation Sheet	FCI74ACT.WPD	RPL/WP	MP/2 Head to head	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 25570 Florida Fruit Tree Standards	N/A	Form was revised; destroy previous editions.
FCI	74-A Fla.FrtTre.	02-00	Florida Fruit Tree Worksheet	FCI74AFF.WPD	RPL/WP	MP/2 Head to Head	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 25570 Florida Fruit Tree Standards	N/A	Form was revised; destroy previous editions.
FCI	74-A Plums	06-98	Plum Appraisal Worksheet	nofile.htm	RPL/WP	MP/2	RMA and applicable FSA State offices that have NAP and sell crop insurance	N/A	N/A	Obsolete form; destroy all editions. Replaced by Stonefruit Form.

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**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FCI	74-A Sm.Grains	01-99	Appraisal Worksheet (Small Grains: Wheat, Barley, Oats, Rye and Rice)	0074ASMG.WPD	RPL/WP	MP/2	RMA and applicable FSA State offices that have NAP and sell crop insurance	5-CP, 30430 Small Grains Handbook	N/A	This form is available electronically. 5/01 Put form in PDF.
FCI	74-A Watermelon	02-99	Watermelon Appraisal Worksheet	nofile.htm			FSA State Offices for NAP	N/A	N/A	Obsolete Form; destroy all editions.
FCI	74-B Winter Squa	05-01	Winter Squash Summary of Harvested Production	0074BSQU.DOC		MP/2	RMA and applicable to FSA State Offices that have NAP and sell crop insurance.	N/A	N/A	New Form.
FSA	2116	05-24-01	Financial Data Input Form for Direct Loans	eFSA2116.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old stock.
FSA	2117	05-24-01	Financial Data Input Form for Guaranteed Loans	eFSA2117.FML	Electronic Form	Sheet	State and County Offices	1-FLP	N/A	This form was revised and is available electronically. Destroy old form.
FSA-HQ	270	09-08-99	Service Request	nofile.htm	MSD	NCR Set/4	MSD/ITSD (WDC)	N/A	N/A	This form has been reprinted. A distribution has been made. Order from "Stocked By" location. Tentative delivery date is 06-11-01.

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code 1/	Remarks
FSA-HQ	417	05-23-01	Directives Clearance and Control Record	nofile.htm	MSD	Sheet	MSD	1-AS	N/A	The form was revised. Use old stock. Tentative delivery date is 6-15-01.
KC	23-A	04-24-01	Sign In/Sign Out Log	KC0023-A.DOC	RPL/DOC	Sheet	All KC FSA Employees	N/A	N/A	Revised to reflect recent negotiations to Contract Article 6, Hours of Work; destroy earlier editions.
KC	255-A	06-05-01	Clearance and Approval Sheet	KC0255-A.DOC	RPL/DOC	Sheet	All KC Offices	N/A	N/A	Revised form; destroy older editions.
KC	591	05-16-01	Requirements for Approval of Cotton Warehouses	KC0591.DOC	RPL/DOC	MP/4 Head to Head	BCD-SCB	N/A	N/A	Converted to Microsoft Word; destroy earlier editions.
KC	765	03-19-79	Dialog Frame Specification	KC0765.DOC	RPL/DOC	Sheet	IMSD	N/A	N/A	Converted to Microsoft Word; edition date remains the same.
KC	1600-A	03-20-90	Unjust Enrichment from the Sale of Grain Storage Obligations Belonging to Others	KC1600-A.XLS	RPL/XLS	MP/3	BCD-SCB	N/A	N/A	Converted to Microsoft Excel due to calculations; provided for 2 worksheets and an instruction page.
Letterhead	8	06-00	Kansas City Information Technology Services Development Office Letterhead	ITSDOLTR.DOC	RPL/DOC	Sheet	KCITSDO	N/A	N/A	Revised to fix incorrect office designation; destroy old files/stocks.
Letterhead	9	06-00	Kansas City Information Technology Services Technical Office Letterhead	ITSTOLTR.DOC	RPL/DOC	Sheet	KCITSTO	N/A	N/A	Revised to fix incorrect office designation; destroy any old files/stocks.

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code 1/	Remarks
MISC	MP-47	02-01	USDA Presents Forms Online Brochure	nofile.htm	KC	Brochure	All FFAS Offices	N/A	N/A	Cartons were marked as FSA-140 when received from printer. Do not confuse with form FSA-140. When requesting this publication, refer to Miscellaneous Publication 47 (MP-47).
MISC	OGE	09-30-99	Standards of Ethical Conduct for Employees of the Executive Branch	nofile.htm	RPL	Booklet	All offices	N/A	N/A	Booklet can be downloaded from OGE's website: <a href="http://www.usoge.gov">www.usoge.gov</a>
MQ	126	06-13-00	Tobacco Producers Penalty Poster	nofile.htm	KC	Poster	County Offices	N/A	N/A	This form was reprinted. A distribution has been made. Tentative delivery date for Flue-cured States is 6-22-01 and for Burley States is 9-10-01.
MQ	126-1	05-25-01	Burley Tobacco Adhesive Label for MQ-126	nofile.htm	KC	Label	County Offices	10-TB (SCOAP), 11-TB, 13-TB	N/A	This label was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 9-10-01.
MQ	126-2	05-25-01	Flue-Cured Tobacco Adhesive Label for MQ-126	nofile.htm	KC	Label	County Offices	11-TB	N/A	This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 6-22-01.
MQ	78-C (Tobacco)	05-04-01	Tobacco Receiving Station Registration	eMQ0078-0000-CTOB.FML	Electronic Form	MP/2 Head to Head	Burley State and County Offices, and Burley Tobacco Receiving Stations	14-TB	N/A	This form was reissued to change Item 16A to Name of FSA Official. Destroy old stock. No revision to the content of the form was made.
RD	460-2 (State)	04-97	Subordination by the Government (Generic Version)	eRD0460-0002.FML	Electronic Form	MP/2 Head to Head	FSA, RD	FMI 06-11-97, 1962-A	N/A	This form was reissued. No revision to the content of the form was made. It is available electronically.

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